

# CAL POLY CORPORATION

## ADDRESS AND PAYCHECK SORT CHANGE FORM

### SECTION I:

Employee Name (Last, First, MI)	Last 4 of SS# <u>OR</u> CPC Employee ID#:	<input type="checkbox"/> Student	
		<input type="checkbox"/> Intermittent	
		<input type="checkbox"/> Additional Compensation	
		<input type="checkbox"/> Benefited	
*Street Address (Include Apt/Unit #)	City	State	Zip Code

If you provide a PO BOX, please also provide a physical address.

### SECTION II:

Please select how you wish to receive your paychecks.

- Corporation Cashier (Pick up your paycheck in Building 15)
- Mail Paycheck to my home (If you participate in Direct Deposit, paystubs are automatically mailed to your home)
- Continue current method of receipt
- W-2 (No longer working for CPC)

**\*This form changes your address in the Cal Poly Corporation HR/Payroll database only.** It will change the address to which your W-2 will be mailed in January of each year. If you receive other checks from Cal Poly Corporation, you must also change your address with the appropriate departments (Example: Reimbursement Checks from Accounts Payable).

**This form will not change your address on file with the university.**

Employee Signature <b><u>(REQUIRED)</u></b>	Date	Primary Telephone
<hr style="border: 1px solid black;"/>	/ /	<input type="checkbox"/> Cell <input type="checkbox"/> Home <input type="checkbox"/> Work (   )   -

Please return this form to: *CPC Human Resources*  
*Building 15*  
*San Luis Obispo, CA 93407*

Or email to [cpchr@calpoly.edu](mailto:cpchr@calpoly.edu)

### HUMAN RESOURCES OFFICE USE ONLY

<input type="checkbox"/> OneSolution <input type="checkbox"/> CalPERS <input type="checkbox"/> Navigator	Signature of HR Representative	Date
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